



Board of Massage
1112 SE Quince Street
P. O. Box 47867
Olympia, WA 98504-7867
(360) 236-4867

MESSAGE SCHOOL OR PROGRAM APPROVAL

TO: School or Program Directors, or Interested Parties
FROM: Kirby Putscher, Program Manager
Washington State Board of Massage

Thank you for your interest in becoming a Washington State Board of Massage approved school or program. When your application is received it will be initially reviewed for completeness. At that time, any additional information or materials deemed necessary will be requested. The application will be then be provided to two Washington State Board of Massage members for review. The reviewing members will report their findings to the full board at the next available board meeting. The board will then vote either to deny, approve, or conditionally approve the application.

If your program is already approved by COMTAA, please submit proof of accreditation and, the following information with the application:

COMTAA accredited schools and programs shall be accepted as Washington State board approved schools, with the following three additional requirements:

- Evidence of compliance with Standard One of Application
- Evidence of compliance with Standard Three of application
- Evidence of compliance with Standard Four of Application

Before your program is approved, the Board will conduct a site-review, and periodic site reviews thereafter, to ensure continued compliance with the standards for approval. The site-review will consist of a self-evaluation, to be completed by the school, and a visit to the school by representative's of the Board.

At the time of a scheduled site-review, if your school or program has recently been reviewed by another accrediting agency, a copy of their review may be accepted by the board in lieu of an additional site-review. Information from the other review will be used to determine whether Board requirements have been satisfied.

How to complete your application:

To assist the Board in making a timely decision, ***only applications submitted in the required format will be considered.*** The Board has the final authority to determine if the information is complete and if it meets the established standards.

Please include the attached “Table of Contents” forms in the front of your application. Supporting information provided as proof of compliance with the Standards of Evidence should be included under a separate tabbed heading and follow the order as outlined under each section of the Table of Contents. Application not submitted in the appropriate format will be rejected.

To be considered, your application must be presented:

- In triplicate separated in three ring binders,
- With the **provided** Table of Contents in the front of each copy of the application,
- With an Index,
- With consecutively numbered pages, and
- An original current school catalogue in each copy.

We look forward to receiving your completed application. If you have any questions or if we may be of further assistance, please contact us at the address above, or at (360) 236-4867.



Board of Massage
1112 SE Quince Street
PO Box 47867
Olympia, WA 98504-7867

APPLICATION

Name of school or program: _____

Address _____

Telephone Number: (_____) _____ Fax Number: (_____) _____

Owner(s) Name(s) _____

Administrator(s) Name(s) _____

ACCREDITATION INFORMATION

Is your school or program accredited by any of the following?

- | | |
|---------------------------------|---------------------------------|
| <input type="checkbox"/> COMTTA | <input type="checkbox"/> ACCSCT |
| <input type="checkbox"/> ACCET | |

Please attach copies of documents verifying accreditation, including the agency's name, address and the date accreditation was issued.

If your school or program is not accredited, approved or certified by any agency, please attach an explanation why not, and how your students obtain advocacy.

Program information

Please provide the following information about the program offered:

Length of program: hours _____ months _____

Name of certificate offered _____

Maximum faculty to student ratio:

- In classroom _____
 - In student clinic or externship program _____
-

Attestation:

I attest that I am the authorized representative of the above named school or program, and that I am making this application for approval by the Washington State Board of Massage in that capacity. I have received and become familiar with *The Law Relating to Massage Therapy, RCW 18.108*, along with Washington's Uniform Disciplinary Code RCW 18.130 and Washington's Administrative Code, chapter 246-830.

I have reviewed the board's standards for approval, and understand that this application will not be considered by the board if it is incomplete. I understand that a future site visit may be required. Once approved, any modification(s) to the program must be reported to the board within 60 days of the modification per WAC 246-830-420(9).

Name: _____

Title: _____ Date: _____



STANDARDS OF EVIDENCE

Massage Program
PO Box 47867
Olympia, WA 98504-7867
360-236-4867

Standards of School Approval: The function of standards is to provide criteria to measure a program or school's suitability for approval. Standards are used both by on-site evaluators and by the Washington State Board of Massage for reviewing and assessing materials submitted by the program or school.

Standard One – Curriculum: The curriculum shall be designed and presented to meet or exceed the requirements below. An hour of training is defined as fifty minutes of actual instruction time.

Requirements in Washington's law:

- 500 hours of in-class, teacher supervised instruction, taught over a minimum of six months.
- 130 hours of Anatomy and Physiology (40 of these hours must be in Kinesiology) including palpation, range of motion and physics of joint functions.
- 50 hours of Pathology, including indications and contraindications to massage therapy.
- 265 hours of theory and practice of massage therapy, at a minimum to include Swedish and deep tissue techniques, remedial gymnastics, body mechanics of the practitioner and medical treatments. Hydrotherapy shall be included when consistent with the particular area of practice.
- 55 hours of clinical/business practices, at a minimum to include hygiene, record keeping, medical terminology, professional ethics, business management, human behavior, client interaction, and state and local laws.

Certification that courses in American Red Cross first aid and American Heart Association CPR or the equivalent requirements are met.

Evidence to provide:

- A. What subjects are taught? Please complete both sides of **Form Number 1, Massage Program Courses Offered**, make additional copies as needed.

B. In order to review the educational program of the Massage Training Institutions, it is necessary to have complete course outlines (syllabi) for the courses offered. Please submit a course syllabus. This is necessary in order to determine compliance with the state minimum requirements, and must include the following elements:

- Title of course.
- Subject matter, in terminology per WAC 246-830-430.
- Hours required for this unit.
- Instructor(s) name(s) and LMP license number(s).
- Student competencies to be accomplished in the form of measurable objectives for this course of instruction. (State measurable objectives using action words such as “demonstrate, identify, locate”, not words such as “understand, recognize, evaluate.”)
- Learning activities.
- Evaluation procedures.
- A schedule of the course, including dates and time.
- Textbooks and other instructional materials utilized.

C. Include examples of each of these examinations: Anatomy and Physiology, Massage Therapy and Practice, Practical Demonstration.

D. A Statement regarding how a student will obtain First Aid and CPR training; to include training standards and number of hours required.

E. Provide a school calendar and the institutional philosophy or mission statement.

Standard Two – Academic Standards: The school or program instructors, or apprentice trainer shall regularly evaluate the quality of the instruction and require a clearly defined set of standards of competence and progress for the student. Promotion to each successive phase of the program and graduation from the program shall be dependent on mastery of the knowledge and skills presented.

Evidence to provide:

A. A clear statement or policy defining the minimum standards for measuring student progress.

B. Copies of policies and procedures for:

- Admission (How do you determine who to admit?)
- Progression (How is learning measured, and how does a student move through the program?)
- Graduation
- Withdrawal
- Dismissal (What are the correction measures when a student is found not to be meeting minimum standards?)

Transfer (Do you allow a student to transfer courses or hours from another school?)

Standard Three – Faculty: Apprenticeship trainers or faculty members shall be qualified by training and experience to give effective instruction in the subjects taught. They should develop and evaluate the curriculum instruction methods and facilities, student discipline, welfare, and counseling; assist in the establishment of administrative and educational policies; and provide for a student's scholarly and professional growth. Schools, programs, or apprenticeship trainers shall not discriminate on the basis of sex, race, age, color, religion, physical handicap, or national or ethnic origin in the recruitment of students or the hiring of faculty.

Evidence to provide:

- A. A Policy for ensuring minimum competency standards for instructors (not necessary for apprenticeship program).
- B. A statement or policy describing faculty members' participation in curriculum development and evaluation (not necessary for an apprenticeship program).
- C. A professional résumé for each instructor or trainer.

Standard Four – Student Clinic and/or Externships: The clinical facility shall be adequate in size and resources to provide for student practice of massage on the general public. There shall be properly equipped rooms for consultations, massage therapy or treatment and equipment as required in the practice of massage. The apprentice trainer or a faculty member who is a licensed massage practitioner and adequately experienced in massage therapy must be present in the clinic at all times the clinic is open and in direct supervision of, and have final decision in the massage therapy that is rendered to a client by a student. Clinic or Externship hours shall not exceed 50 hours of the required 500 program hours.

Externship/Field experience hours shall have clear learning objectives, and be supervised by a licensed massage practitioner. A student shall be evaluated by both the licensed massage practitioner and the faculty. The public will receive notice and a signed disclosure and will be able to submit a written evaluation.

Evidence to provide:

- A. A copy of policies pertaining to student clinic and/or externships, including supervision of students, and a treatment decision making policy (guidelines for the student).
- B. Disclosure statement provided to clients.
- C. Copy of client intake and screening form.
- D. Copy of client feedback form.

Standard Five – Health, Sanitation and Facilities: All programs will have adequate facilities and equipment available for students learning massage therapy. All facility equipment will be maintained in accordance with local rules and ordinances. Instruction and practice equipment shall be similar to that found in common occupational practice. An adequate reference library, appropriate to the subjects being taught, shall be available.

Evidence to provide:

- A. Floor plan of the facility,
- B. Floor plan of student clinic, if offered.
- C. Equipment available to student in the classroom
- D. Equipment available in student clinic, if offered.
- E. List of library holdings.

Standard Six – Professional Conduct: Approved educational programs follow professional standards. Students are taught and practice professional draping techniques. Classroom nudity is prohibited. Students are fully clothed while giving a massage. Students are taught to professionally respond to client requests.

Evidence to provide:

Copies of policies regarding faculty and student conduct.

Standard Seven – Records: Attendance records and educational performance records are accurate, organized, and secured in a safe place. Transcripts are available upon a student's request.

Evidence to provide:

- A. Copy of sample transcript and completion certificate.
- B. Policy on release of student records.

Standard Eight – Eligibility:

- Must teach a 500-hour program in no less than six months.
- Must be approved by Work Force Training and Education Coordinating Board (if applicable) or the equivalent, for instance, the Vocational Education Board of regulatory jurisdiction. This section is not applicable to an apprenticeship program unless more than one apprentice is in training at a given time.
- Must meet all criteria set forth in the Education section of the Washington Administrative Code.

Application must be made by the authorized representative of the massage school or program, or the administrator of the apprenticeship program.

FORM NUMBER 1

Massage Program Courses Offered

Please list all courses offered in table **A** that fall under WAC 246-830-430(a) One hundred thirty (130) hours of anatomy, physiology, and kinesiology including palpation, range of motion, and physics of joint function. There must be a minimum of forty hours of kinesiology.

Table A	Course Title	Number of hours	Category per the above outlined requirements
A			
A			
A			
A			
A			
A			
A			
A			
Subtotal			

Please list all courses in table **B** that fall under WAC 246-830-430(b) Fifty (50) hours of pathology including indications and contraindications consistent with the particular area of practice.

Table B	Course Title	Number of hours	Category per the above outlined requirements
B			
B			
B			
B			
B			
B			
B			
B			
Subtotal			

Complete side 2

Please list all courses in table **C** that fall under WAC 246-830-430(c) Two hundred sixty-five (265) hours of theory and practice of massage to include techniques, remedial movements, body mechanics of the practitioner, and the impact of techniques on pathologies. A maximum of fifty (50) of these hours may include time spent in a student clinic. Hydrotherapy shall be included when consistent with the particular area of practice.

Table C	Course Title	Number of hours	Category per the above outlined requirements
C			
C			
C			
C			
C			
C			
C			
C			
Subtotal			

Please list all courses in table **D** that fall under WAC 246-830-430(d) Fifty-five (55) hours of clinical/business practices, at a minimum to include hygiene, record keeping, medical terminology, professional ethics, business management, human behavior, client interaction, and state and local laws.

Table D	Course Title	Number of hours	Category per the above outlined requirements
D			
D			
D			
D			
D			
D			
D			
D			
Subtotal			

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